

City of Miami Springs
Human Resources Department

NOTICE OF EMPLOYMENT

PUBLIC SERVICE AIDE

PART-TIME/TEMPORARY PROGRAM - 29 HOURS/WEEK

STARTING SALARY: \$10.00 PER HOUR

THE MIAMI SPRINGS POLICE DEPARTMENT IS CURRENTLY SEEKING RESPONSIBLE PERSON TO SERVE AS A PUBLIC SERVICE AIDE (PSA). PSAs WRITE CRIME REPORTS, INVESTIGATE ACCIDENTS, AND HANDLE A VARIETY OF SUPPORT FUNCTIONS FOR THE POLICE DEPARTMENT.

GENERAL REQUIREMENTS:

MUST HAVE SUCCESSFULLY PASSED THE TABE (Test of Adult Basic Education) OR HAVE A MINIMUM OF AN A.A. DEGREE

MUST BE 18 YEARS OLD OR OLDER

MUST BE A U.S. CITIZEN

MUST HAVE A VALID FLORIDA DRIVER'S LICENSE WITH A GOOD DRIVING RECORD

MUST HAVE A MINIMUM 2.5 G.P.A.

MUST BE DEDICATED TO PURSUING A COLLEGE DEGREE RELATED TO THE FIELD OF LAW ENFORCEMENT

MUST HAVE EXCELLENT ORAL AND WRITTEN COMMUNICATION SKILLS

AT TIME OF APPLICATION, ALL CANDIDATES MUST PRESENT THEIR SOCIAL SECURITY CARD, DRIVER'S LICENSE, BIRTH CERTIFICATE, AND SR. HIGH SCHOOL DIPLOMA OR LATEST GRADE REPORT. WHERE APPLICABLE, NATURALIZATION PAPERS MUST ALSO BE SUBMITTED.

PRIOR TO EMPLOYMENT, CANDIDATES MUST PASS ORAL EXAMINATION, POLYGRAPH AND PSYCHOLOGICAL TESTING, EXTENSIVE BACKGROUND INVESTIGATION, AND COMPREHENSIVE MEDICAL EXAMINATION TO INCLUDE DRUG SCREENING.

INTERESTED APPLICANTS MUST APPLY IN PERSON AT THE HUMAN RESOURCES DEPARTMENT, 201 WESTWARD DRIVE, MIAMI SPRINGS, FLORIDA, MONDAY - FRIDAY, 8:00 A.M. - 4:00 P.M. POSITION OPEN UNTIL FILLED.

ALL RESUMES/APPLICATIONS ARE PUBLIC RECORD. NO FAX WILL BE ACCEPTED.

ALCOHOL/DRUG-FREE WORKPLACE

Persons who need accommodation in order to apply for a City position should contact the Human Resources Department to make such request.

**AN EQUAL OPPORTUNITY EMPLOYER
MALE/FEMALE/DISABLED/VETERAN**